

Who we are and what we do:

The Mission of the Tennessee Wildlife Resources Agency is to preserve, conserve, manage, protect, and enhance the fish and wildlife of the state and their habitats for the use, benefit, and enjoyment of the citizens of Tennessee and its visitors. The Agency will foster the safe use of the state's waters through a program of law enforcement, education, and access.

The Tennessee Wildlife Resources Agency has come a long way since it was established in 1949 and was called the Game and Fish Commission. Completely reorganized in 1974, it now consists of more than 600 professionals dedicated to the preservation, conservation, and enhancement of Tennessee's fish and wildlife for the enjoyment of all Tennesseans and our visitors.

How you can make a difference in this role:

This position serves as an attorney for the Tennessee Wildlife Resources Agency. As such, the selected applicant is positioned to provide guidance and legal services for this unique state agency. This position is an executive level leader and reports directly to the General Counsel. The applicant selected for this position will be an integral member of the Agency's legal team, supporting the Executive Director's vision of becoming the premier wildlife resources agency.

TN State Government Careers



Attorney 3

Tennessee Wildlife Resources Agency
State of Tennessee

Are you looking for an exciting opportunity to provide legal services for a nationally recognized wildlife management organization? We are seeking a highly motivated, collaborative, experienced attorney to support the agency's legal division.

Key Responsibilities:

- Assists in drafting Agency legislation and tracking all legislation with a potential impact on the Agency.
- Assists staff in drafting proclamations and rules. Reviews drafts before processing through the Office of the Attorney General and filing with the Secretary of State.
- Assists staff with writing and negotiating personal services contracts and grants, reviewing and processing grants for approval from the Department of Finance and Administration, and reviewing all other types of contracts and memorandums of understanding before presenting to the Executive Director for signature.
- Provides support to the attorneys in the Office of the Attorney General as requested, including legal research, fact-gathering, answering requests for discovery and attending legal proceedings.
- Provides legal assistance to the Agency's HR division on employee complaints and disciplinary actions. Evaluates strength of cases and provides legal options for action. Defends Agency actions pursuant to the TEAM Act when contested.
- Assists the Agency's HR division with claims filed with the EEOC against the Agency. Provides legal review of claims, identifies documentation for discovery, and coordinates with the Attorney General's office in defense of these actions.
- Act as the Agency's public records request coordinator. Reviews and responds to public records requests.

Minimum Qualifications:

Graduation from an approved school of law and experience equivalent to three years of increasingly responsible, professional, full-time experience in the practice of law.

Necessary Special Qualifications:

Possession of a license to practice law in the State of Tennessee is required.

To apply:

Please submit a cover letter and your resume to Randi Tarpy, Human Resources Chief at Randi.S.Tarpy@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.